

**Working Title: Area Outreach, Diversity and Equal Opportunity (ODEO) Program
Manager**

**STATEMENT OF DIFFERENCES
To Standard Job # 0260-09**

This is a developmental position to prepare the incumbent to fully perform the duties and responsibilities at the full performance level as described in Standard Job #0260-11, Equal Employment Specialist (copy attached).

1. Knowledge required by the position (FLD 1-6: 950 points)

Knowledge of the principles, concepts, legal requirements, and methodology of the Federal equal employment opportunity program; and skill in applying this knowledge to perform independent assignments for which there are precedents.

Practical knowledge and skill in interpreting, explaining, and applying a body of law, regulations, and procedures; skill in applying conventional fact-finding, analytical, and problem solving methods; knowledge of the common policies, practices, and operations of the Federal personnel system, as well as the structure and functions of Federal agencies, and knowledge and skill to analyze facts, identify problems, report findings, make conclusions, and recommend corrective or other appropriate action.

2. Supervisory Controls (FLD 2-3: 275 points)

The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations that do not have clear precedents.

The incumbent plans and carries out work, handles problems, and make deviations in the assignment according to accepted practices and within the organization's established policy framework and guidelines.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GS-0260
Equal Employment Specialist

Standard Job # 0260-09
Statement of Differences

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Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety Officer Collateral Duties
- ☐ Radiological Protection Officer Collateral Duties
- ☐ Environmental Management Officer and Member Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Special Agency Check (SAC) and limited background investigation required for Research Leader positions
- ☐ SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- ☐ Other:

Total Points = 1,920
Grade conversion = GS-09 (1,855 - 2,100 points)